Minnesota State Colleges and Universities
Invoice Approval (INV)

For more information contact System Office e-Builder Support

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Mailor Moua
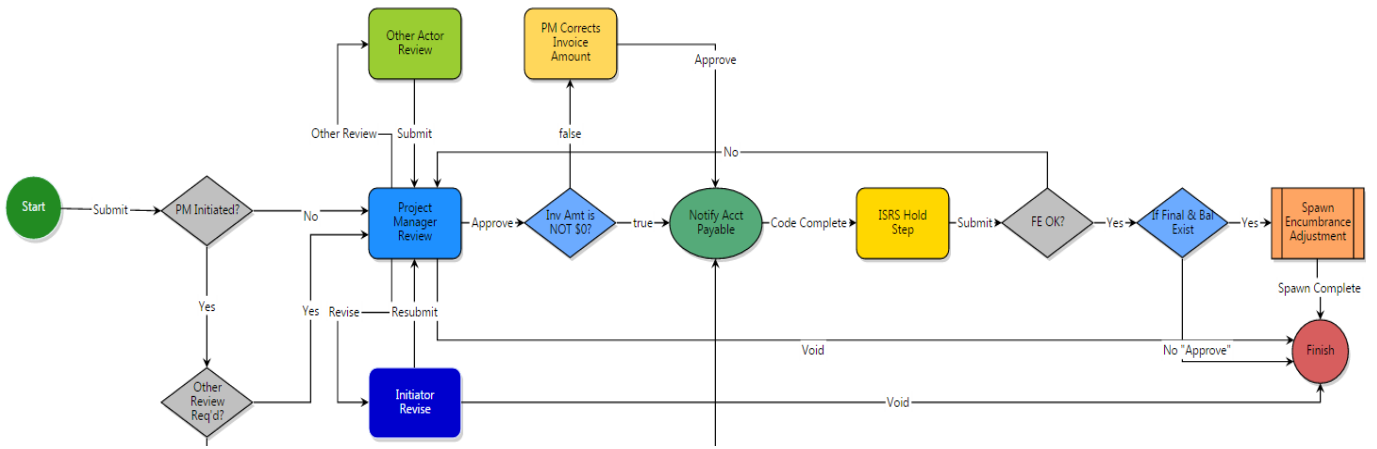
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Website:

http://www.minnstate.edu/system/finance/facilities/design-construction/index.html

Contents
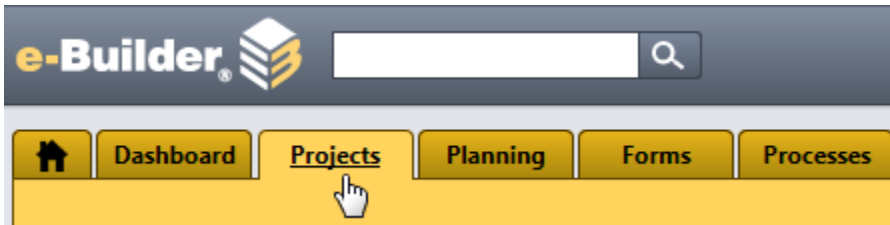
Invoice Approval Process

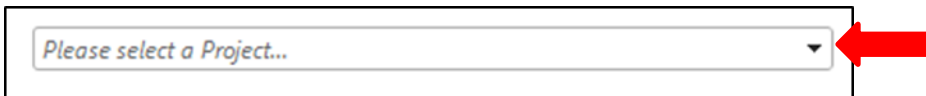Process for routing and approval of non-Contractor Invoices.
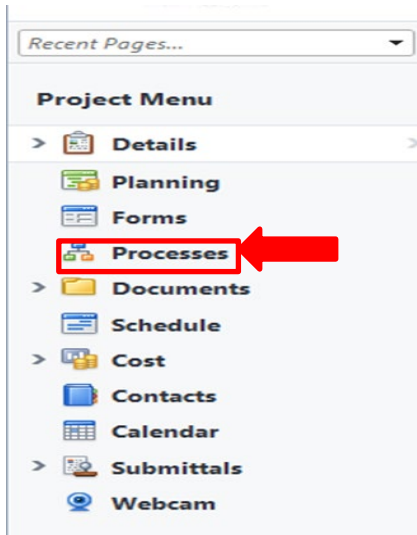

Note:

Vendor create Invoice

1. Click the **Project Tab** and select your project from the drop down box
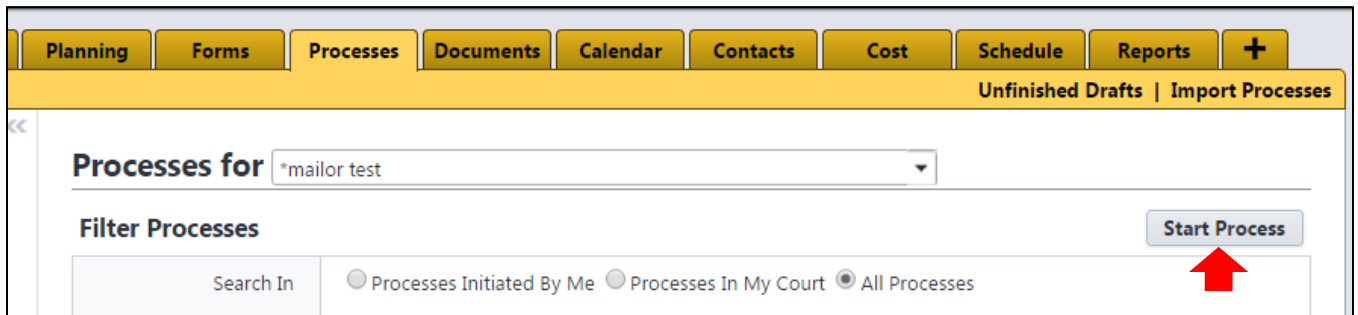

2. Select a Project

3. Select Processes from the Project Menu

4. Click on the **Start Process** button

5. The Processes pop up window will appear, click on **Invoice Approval (INV)**

The Invoice Approval screen will appear. Fill out all the pertinent information. *Be sure to scroll down thru the whole application.

The Invoice Items table will be display. Under the Invoice Amount column click on the pencil and enter the correct amount on each line item.

6. Select Partial or Final to indicate whether is the final invoice
7. Select "No" on Other Review Required?
8. Enter the Billing period Start and Finish dates
9. Upload the Invoice
    a.

Upload Documents

To upload you invoice click on the **Browse Computer** button

The Upload Documents screen will appear.

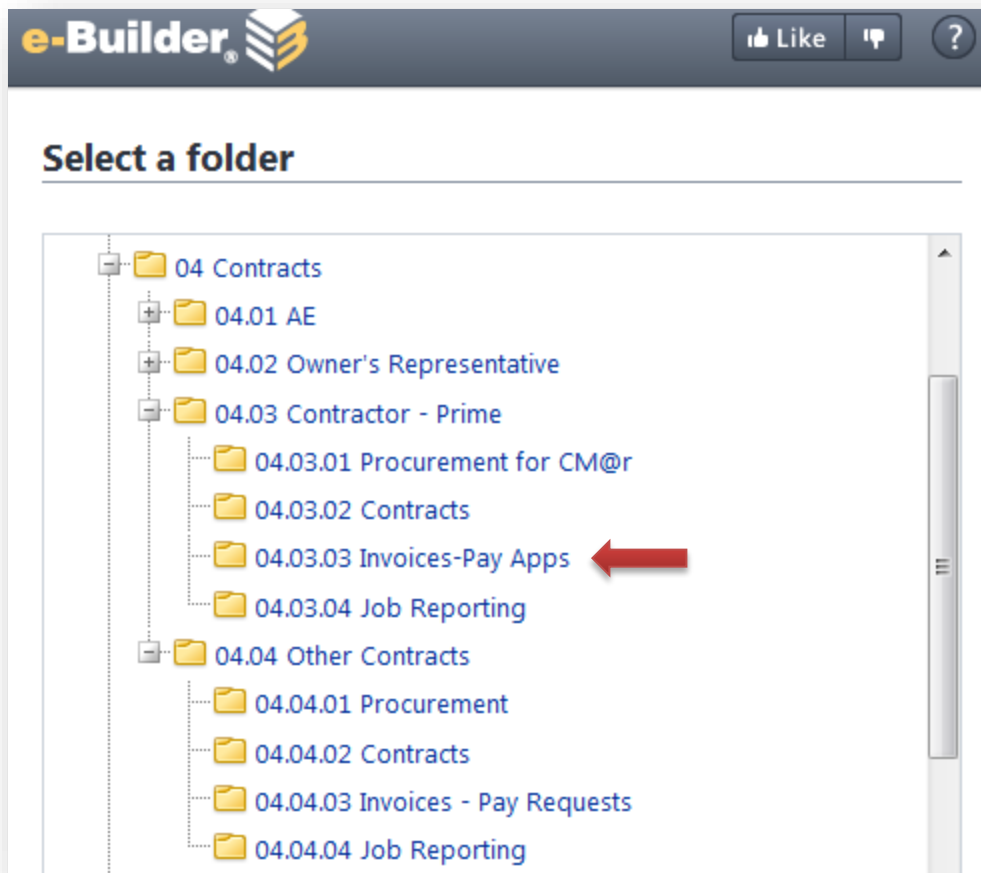Click on the "Select Folder" link to open up the e-Builder Document structure.

Select the Invoices-Pay Apps folder:

Once you select the folder, you will return to the Select File pop window. **Browse**... to find the file and click on the **Upload** button.

When the start process details for the invoice is complete, click on **Submit** in the bottom-right hand corner to it to the next step.
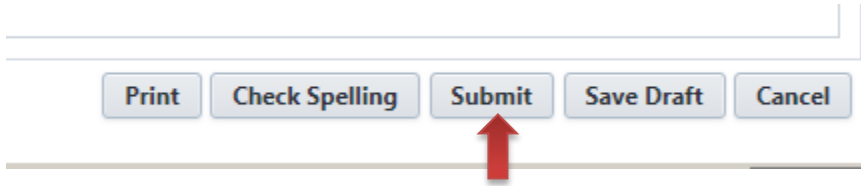
Project Manager Review Invoice

Partial (P) or Final (F) Invoice?:	○ P ● F
Other Review Required?:	○ Yes ● No
Billing Period Start:	10.26.2015
Billing Period End:	10.29.2015
Reason for Adjustment:	

- Review all information on the page.
- Select "Approve", Take Action to move it to the next step.

Prevailing Wage Report:	Browse Computer Browse e-Builder
Job Reporting:	Browse Computer Browse e-Builder
Upload Invoice:	Morel Mushrooms.jpg (version 2) Properties	Download (402.6KB)

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

ISRS Hold Step

When the process is at the **ISRS Hold Step**, the Account Payable role will receive an email notification from e-Builder that there's a payment process waiting for approval in ISRS Web Accounting. Once the invoice has been paid in ISRS, e-Builder will automatically pull the Transaction ID, Transaction Date into the custom field section in the Invoice Approval process and automatic move it out of the ISRS Hold Step to the Finish.